



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD
FORT HOOD, TEXAS 76544-5000

**Garrison Policy
DHR-02**

IMHD-HR

22 JAN 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Civilian Employee Death Reporting Policy

1. PURPOSE: This policy establishes guidelines, assigns responsibilities, and prescribes notification procedures to be followed in the event of a garrison civilian employee death.
2. REFERENCE: Army Regulation 600-8-1, Army Casualty Program, 30 April 07.
3. POLICY: The reporting of a death of an employee will be done expeditiously, with care and in accordance with all Office of Personnel Management (OPM), Department of the Army (DA), Installation Management Command (IMCOM), Civilian Human Resources Agency (CHRA), and contractual policies and procedures. Timely notification will be made to the Command at Fort Hood and IMCOM. A quick reference contact list for government civilian employees is to be used to ensure all contacts are made (enclosure 1).
4. Duties and Responsibilities: Upon notification of a civilian employee, death at place of duty, the following procedures apply.
 - a. Government Civilian Contracted Employee. Immediate supervisor notifies supervisory chain, company program manager, contract COR and Directorate of Plans, Training, Mobilization and Security (DPTMS) Operations. Notification of Next of Kin (NOK) is done by company management.
 - b. Government Civilian Employee.
 - (1) Immediate Supervisor notifies supervisory chain and DPTMS Operations.
 - (2) Director/Office Chief notifies Garrison Command Group.
 - (3) Garrison Commander or Deputy Garrison Commander notifies IMCOM West.
 - (4) Supervisor of deceased employee, or designated person, will notify the Civilian Personnel Advisory Center (CPAC), Director, Human Resources (DHR),

IMHD-HR

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DHR/Workforce Development Office (WFD), DPTMS Operations, Garrison Chaplain, and Police Desk (if during work hours). Notification of NOK will be made within two hours of discovery of death.

(5) The employee's immediate Supervisor will:

(a) Initiate the required paperwork to process the employee's personnel action, employee benefits and completes the Serious Incident Report (SIR) (enclosure 2) and provide it to the Installation Operations Center.

(b) Accompanied by the Installation Support Director or Chief and Garrison Chaplain notification of NOK will be made in person, in a compassionate, and in an expeditious manner.

(c) Provide information to Family Member(s), Points of Contact (POC) for the CPAC, Casualty Assistance Office and VA Benefits Office if applicable.

(d) Complete the remaining administrative tasks per enclosure 4.

(e) Coordinate with DHR on all administrative tasks and ensure all tasks are completed.

c. When deaths occur, during non-duty hours, notification of NOK is handled by the appropriate civilian authorizations. Once notified, the immediate Supervisor will follow the procedures outlined above, as appropriate.

5. A flow chart that outlines the notifications process is at enclosure 3. In addition, enclosure 4 outlines specific tasks that must be completed to ensure all required actions have taken place.

6. Point of contact for this policy is the Chief, Workforce Development Office, at (254) 553-3700 or email: beth.e.waller2.civ@mail.mil.

4 Encls
as


MATTHEW G. ELLEDGE
COL, IN
Commanding

DISTRIBUTION:
IAW FH Form 1853: A

Quick Reference Contact List Government Civilian Employees

ISD/ISO Notify within 2 hours	Yes	Phone #	Comments
Garrison Commander	<input type="checkbox"/>	288-3451	
Deputy Garrison Commander	<input type="checkbox"/>	288-3451	
Civilian Personnel Advisory Center (CPAC)	<input type="checkbox"/>	288-2004	
Directorate of Human Resources (DHR)	<input type="checkbox"/>	287-5103	
DHR, Workforce Development Office (WFD)	<input type="checkbox"/>	553-3700	
Directorate of Plans, Training, Mobilization and Security (DPTMS)	<input type="checkbox"/>	288-3067	
Installation Operation Center (IOC)	<input type="checkbox"/>	287-2520	
Garrison Chaplain	<input type="checkbox"/>	288-6545	
Notification by ISD/ISO	<input type="checkbox"/>		
Next of Kin/Family	<input type="checkbox"/>		

SERIOUS INCIDENT REPORT INSTRUCTIONS
December 2010

From: CDR, III CORPS, Fort Hood, TX 76544 (Commander, Installation or MSC, Installation, State & Zip code).

To: CDR, FORSCOM, Fort McPherson, GA 30330 (Commander, Installation or MSC, Installation, State & Zip code).

Subject: IR/SIR NUMBER: XXXXXX Last two digits of calendar year "08" and a four digit sequence number, "0001" Example, "060001", the first IR/SIR for the Fiscal year 2008. Note: Category 3 incident to FORSCOM will have an eight space alphanumeric identifier. Immediately after the last two digits of the calendar year, the letters "AF" will follow to identify the report as FORSCOM specific; Example, "08AF0001". Category 3 reports will have a separate numbering sequence from those used for Category 1, 2, and 4 reports.

1. Category:

a. On Post: Category 2M.

b. Off Post:

(1) Government civilian employee: Category 3A for Senior Leadership or 3B for civilian.

(2) Government civilian contracted employee: Category 3A.

2. Type of incident: Death of government civilian employee or death of government civilian contracted employee

3. DTG of incident: Date-time group incident occurred. Date, time, time zone indicator, month, year; Example: 111800S JAN 08.

4. Location of Incident: (Off or On-Post) address where incident occurred, city or Installation, state and zip code.

5. Other information

a. Racial: Yes or no, if yes, explain in remarks.

b. Trainee involvement: N/A

6. Personnel involved

a. Name: Last, First, Middle Initial

b. Rank or Grade (Civilian employees enter category/ grade)

c. SSN: XXX-XX-XXXX

d. Race: Black, White, ect.

e. Sex: Female or Male

SERIOUS INCIDENT REPORT INSTRUCTIONS
December 2010

- f. Age: XX
- g. Position: Management Analyst
- h. Security clearance: Secret
- i. Installation Subordinate Directorate (ISD)/Installation Subordinate
- j. Office (ISO), Installation, State & Zip code.
- k. Duty status: On-Duty, Leave, TDY, Off Duty or AWOL
- l. Marital Status: Married or Single

7. Summary: At the approximate DTG above (On-Post or Off-Post), Last name, First name, Middle initial. (ISD/ISO) give a brief narrative of the incident insuring it covers the Who, What, When, Where, Why, and How. At the end include (This is an initial report; more information will be rendered when it becomes available) or (This is a final report).

8. Remarks: N/A

9. Publicity: If applicable

10. Commander reporting: COL Mark Freitag, Garrison Commander, Fort Hood, TX 76544.

11. Point of contact: ISD/ISO, Last name, First name, Middle Initial, Position

12. Downgrading Instructions: N/A

13. Report Originated By: ISD/ISO, Last name, First name, Middle Initial, Position

14. Released By: COL Mark Freitag, Garrison Commander, Fort Hood, TX 76544.

Reviewed By: (Rank, Last name, First name, Middle initial, FOD/G-3, III CORPS, Fort Hood, TX 76544)

III CORPS USE ONLY

15. Notifications: IR or SIR Distribution

INT	Operations Specialist
INT	Quality Control
000	Journal Number
000	Enclosure Number

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SERIOUS INCIDENT REPORT INSTRUCTIONS
December 2010

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- g. Position: Management Analyst
- h. Security clearance: Secret
- i. Installation Subordinate Directorate (ISD)/Installation Subordinate
- j. Office (ISO), Installation, State & Zip code.
- k. Duty status: On-Duty, Leave, TDY, Off Duty or AWOL
- l. Marital Status: Married or Single

7. Summary: At the approximate DTG above (On-Post or Off-Post), Last name, First name, Middle initial. (ISD/ISO) give a brief narrative of the incident insuring it covers the Who, What, When, Where, Why, and How. At the end include (This is an initial report; more information will be rendered when it becomes available) or (This is a final report).

8. Remarks: N/A

9. Publicity: If applicable

10. Commander reporting: COL Matthew G. Elledge, Garrison Commander, Fort Hood, TX 76544.

11. Point of contact: ISD/ISO, Last name, First name, Middle Initial, Position

12. Downgrading Instructions: N/A

13. Report Originated By: ISD/ISO, Last name, First name, Middle Initial, Position

14. Released By: COL Matthew G. Elledge, Garrison Commander, Fort Hood, TX 76544.

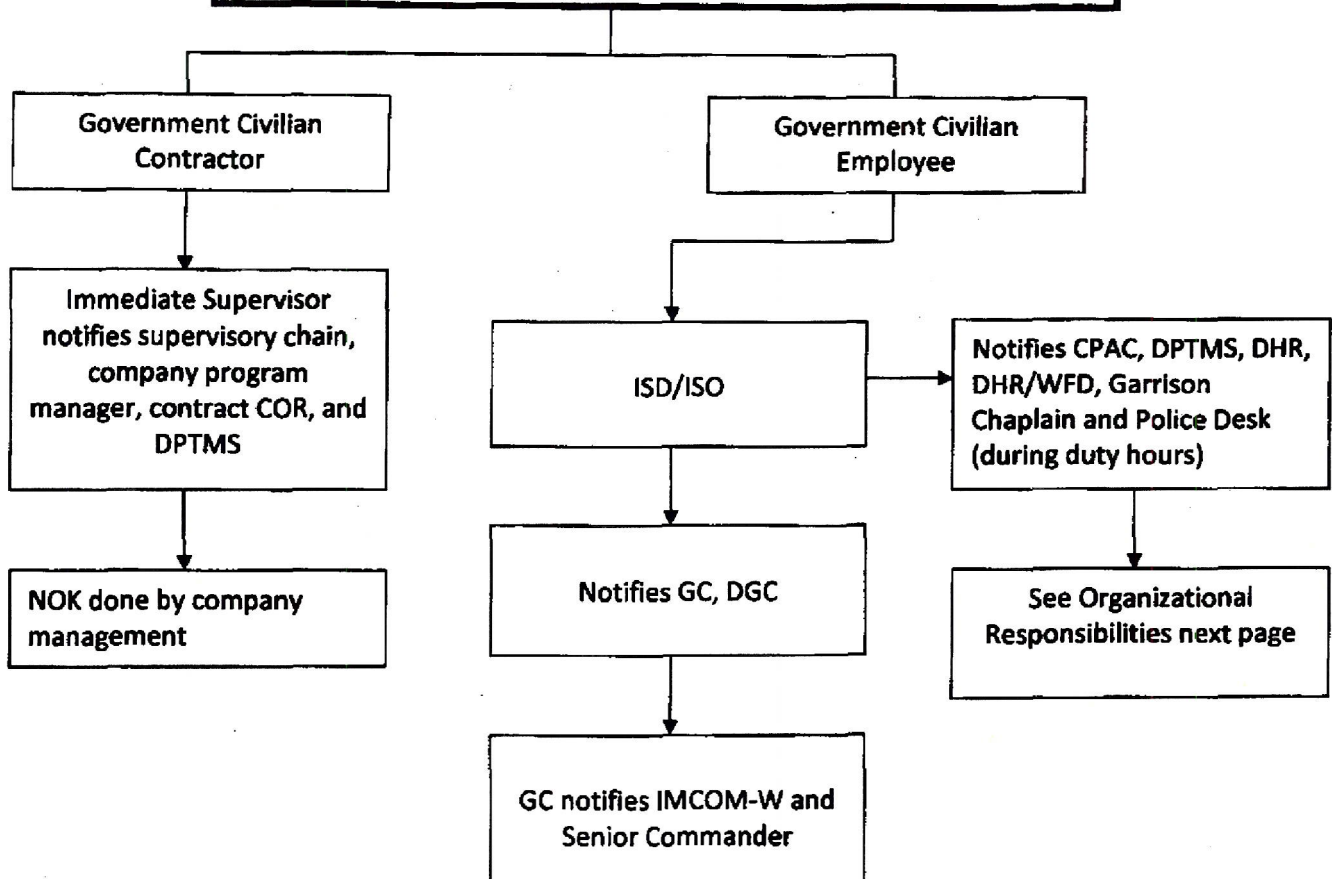
Reviewed By: (Rank, Last name, First name, Middle initial, FOD/G-3, III CORPS, Fort Hood, TX 76544)

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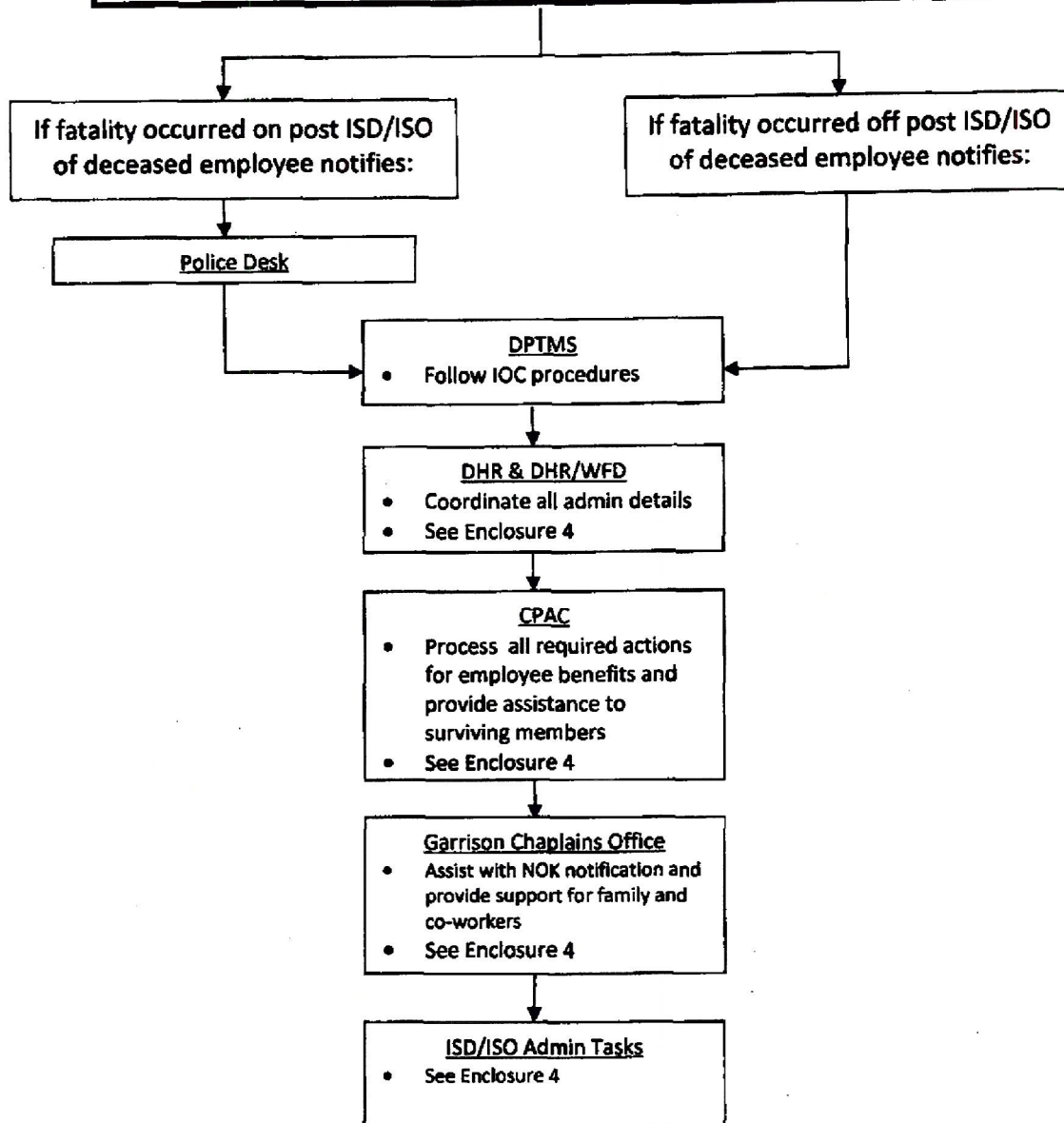
Garrison Civilian Death Reporting Policy



ISD - Installation Support Directorate
ISO - Installation Support Office
DAC - Department of Army Civilian
CPAC - Civilian Personnel Advisory Center
DPTMS - Directorate of Plans, Training, Mobilization and Security
DHR - Directorate of Human Resources
COR - Contract Representative
NOK - Next of Kin
WFD - Workforce Development

Encl 3

ISD/ISO Reporting of Government Civilian Employee Responsibilities



ISD - Installation Support Directorate
 ISO - Installation Support Office
 DAC - Department of Army Civilian
 IOC - Installation Operations Center
 CPAC - Civilian Personnel Advisory Center
 DHR - Directorate of Human Resources
 DPTMS - Directorate of Plans, Training, Mobilization and Security
 WFD - Workforce Development
 NOK - Next of Kin

Garrison Government Civilian Employee Death Reporting Policy Checklist

Item #	Task	Yes	NA
1	Installation Support Directorate (ISD)/Installation Support Office (ISO):		
1a	When notified of the death, ISD/ISO immediately informs GC, DGC, CPAC, DHR, DHR/WFD, DPTMS, Police Desk (if applicable). Notification will be made within two hours.	<input type="checkbox"/>	<input type="checkbox"/>
1b	Consult with Garrison Chaplain: (1) Providing assistance in notification of next of kin (NOK) (2) Providing support to Family and co-workers. (3) Planning a workplace memorial service as needed or desired.	<input type="checkbox"/>	<input type="checkbox"/>
1c	Notify NOK: (1) Verify information on emergency point of contact sheet only notify person(s) on emergency point of contact sheet. (2) Notification shall be done in person within two hours of death accompanied by immediate supervisor, director and chaplain	<input type="checkbox"/>	<input type="checkbox"/>
1d	Complete Significant Incident Report (SIR) and submit to DPTMS IOC within two hours of death	<input type="checkbox"/>	<input type="checkbox"/>
1e	Complete the Employee Death/Survivor Benefits Data Sheet for ABC-C – forward to CPAC for approval. Complete Request for Personnel Action (RPA) and forward to CPAC immediately.	<input type="checkbox"/>	<input type="checkbox"/>
1f	Provide information to surviving Family member(s) if applicable: (1) CPAC point of contact for your ISD/ISO. (2) Military Retiree: Family may ask for assistance from the Casualty Assistance Office (254) 287-7200, a Casualty Assistance Officer will be assigned to assist them. (3) Veteran: Family may contact the Casualty Assistance Office at (254) 287-7200 for assistance with Military Honors. (4) Receiving VA Benefits contact the VA Benefits Office at (254) 288-3700.	<input type="checkbox"/>	<input type="checkbox"/>
1h	Immediate supervisor will be responsible for collecting the deceased employee's ID card, employee badges, government issued credit cards, parking passes, and other government property (facility/vehicle keys) from Family members. It is the ISD/ISO supervisor's responsibility to recover any accountable items such as equipment or clothing that may be on hand receipt.	<input type="checkbox"/>	<input type="checkbox"/>
1i	If determined appropriate initiate Commander's Award for Civilian Service. Consult with CPAC to verify dates of federal service. Award may be signed by the ISD/ISO due to time sensitivity. Award will be put in green Army certificate binder for presentation.	<input type="checkbox"/>	<input type="checkbox"/>
1j	If determined appropriate coordinate with DHR, WFD Office to request American Flag and flag certificate. Make arrangements to have items delivered to ISD/ISO.	<input type="checkbox"/>	<input type="checkbox"/>
1k	Determine if Garrison Commander or ISD/ISO will present Family with American Flag, flag certificate and Commander's Award for Civilian Service.	<input type="checkbox"/>	<input type="checkbox"/>
1l	Confirm memorial service arrangements with Garrison Commander's Office and DHR, WFD Office.	<input type="checkbox"/>	<input type="checkbox"/>
2	DPTMS: Follow Installation Operations Center (IOC) procedures	<input type="checkbox"/>	<input type="checkbox"/>
3	Garrison Chaplain: (1) Assist in notification of NOK, Family members and co-workers. (2) Consult with ISD/ISO to determine what support will be offered for Family members and co-workers. Plan a memorial service for the organization if requested by ISD/ISO.	<input type="checkbox"/>	<input type="checkbox"/>

Garrison Government Civilian Employee Death Reporting Policy Checklist

Item #	Task	Yes	NA
4	DHR: (1) Provide slots for Casualty Notification Training for Garrison civilian employees as needed. Contact DHR, AG, Casualty Assistance Center at (254) 288-5609. (2) If requested by ISD/ISO coordinate details of American Flag and flag certificate. (3) Prepare condolence letter for Garrison Commander's signature. (4) DHR WFD Office will stay in contact with Garrison Commander and ISD/ISO to keep everyone informed of latest developments and to ensure that all items are delivered to Garrison Commander or ISD/ISO for presentation to NOK.	<input type="checkbox"/>	<input type="checkbox"/>
5a	CPAC: Appropriated Fund Employed Procedures: (1) Upon notification of the employee death, the CPAC will inform Army Benefits Center (ABC-C), SGS and IMCOM via email and memorandum. (2) CPAC will review the Employee Death/Survivor Benefits Data Sheet provided by the ISD/ISO and forward to the address provided by ABC. The report should be processed immediately, even if the surviving member's information is not available. (3) Requests for CPAC assistance from the surviving member(s) will be honored, but will be kept to a minimum, in accordance with the designation of tasks on the Integrated Definition (IDEF). Counseling and assistance are responsibilities of the ABC-C. (4) Provide assistance to ISD/ISO on calculating years of federal service for Commander's Award for Civilian Service if requested by ISD/ISO.	<input type="checkbox"/>	<input type="checkbox"/>
5b	CPAC: Non-appropriated Fund (NAF) Employee Procedures: (1) Upon notification of the death of a NAF employee, the NAF HR Office will identify and provide any emergency contact information on record to the organization where the death occurred if requested. (2) The NAF HR Office will instruct the supervisor of the employee to complete the DA 4017 (Request for Personnel Action) regarding the employee's death and forward the DA 3434 (Notification of Personnel Action) to the NAF Payroll Office and the Family and Morale, Welfare and Recreation Center (F&MWRC) NAF Benefits Division. (3) The NAF HR Office will provide appropriate benefits counseling to the person identified as beneficiary in the employee's official personnel record. If there is no beneficiary listed or the beneficiary listed is also deceased, then appropriate legal procedures would be followed to identify the legal beneficiary and that person(s) would be provided counseling and assistance. (4) Provide assistance to ISD/ISO on calculating years of federal service for Commanders Award for Civilian Service if requested by ISD/ISO.	<input type="checkbox"/>	<input type="checkbox"/>